Productivity Software For Your Commodore Plus/4

DISK BASED

ACCOUNTS PAYABLE

A complete easy-to-use Accounts Payable System for use with your Commodore Plus/4

Improves cash management by efficiently using discounts, cash requirements, and computerized checks

developed by **Info**Designs™

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COMMODORE BUSINESS MACHINES

COMMODORE BUSINESS ACCOUNTING SYSTEM

FOR THE COMMODORE PLUS/4

ACCOUNTS PAYABLE OPERATOR'S GUIDE

Version 1.0

For the Commodore PLUS/4

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I. INTRODUCTION

A. Overview

The Commodore BAS PLUS/4 Accounts Payable System is an extremely powerful accounting system adapted from larger sophisticated systems and implemented on the new Commodore PLUS/4 microcomputer system.

The system has virtually unlimited capacity, since manageable groups of vendors and invoices are stored and processed at one time. The system utilizes a set of floppy disks for record storage of vendor accounts and open invoices.

The exact capacity configuration is as shown in the following table:

Maximum Records Storage Capacity(per disk)

	CBM 1541
Maximum Vendors	100
Maximum Invoices	375
Maximum Transactions	50

Larger files of vendors and invoices may easily be handled by segmenting vendor files alphabetically and using a set of floppy disks for each group.

The system provides these advanced capabilities:

- easy data entry of vendor billing information
- automated aging of vendor invoices and discount calculation
- option to apply credit memos to balance due
- automatic posting of transactions to vendor file and invoice file
- aged open item report for all vendors or selected group
- automatic checkwriting capability
- on-line status inquiry to determine a vendor's current account balance, total y-t-d volume, and previous year's volume

This Accounts Payable System is part of a total Business Accounting System which includes an Inventory Control Module, Accounts Receivable Module, Payroll Module and General Ledger Module. The A/P System, A/R System and P/R System will automatically interface to the General Ledger when installed. But each sub-system can be implemented in a modular fashion independently of all others.

The balance of this document contains information essential to the smooth conversion and ongoing effectiveness of the Accounts Payable application, including:

- System Conventions, which highlights key technical and operating characteristics of the BAS PLUS/4 application that are used to provide consistency of operation across all **Commodore** applications (see Section I-B)

- System Functions, which describes the purpose, timing and features of each accounting function performed by the application (see Section II)

- System Start-Up, which provides guidelines on how to initialize your equipment and files to prepare for day to day operations (see Section III)

- Management Reports, which describes the purpose, timing, execution and format of those reports/documents produced by the system to control your payables operation (see Section V)

- Troubleshooting Guide, which describes particular error conditions, their probable cause and required action to resolve the errors that may occur in day to day processing (see Section VI)

- Using Telephone Consulting Assistance, which describes an optional Telephone Consulting Assistance program provided by the Commodore BAS Support Center, and guidelines for placing orders for additional products and services (see Section VII)

These and remaining sections of this operator's guide will significantly contribute to the future success of your operation. Please take an appropriate amount of time to read them. The decisions you make in these areas are instrumental to a sound accounting and financial reporting system that is essential to the ongoing management of your operation.

B. System Conventions

In order to simplify the description of how certain information is entered into the system, the following conventions are used in the documentation:

1. Special typewriter keys

There are only two special keys to use other than the normal typewriter keys. These keys are indicated by the use of this symbol **<KEY NAME>** to differentiate the name of the key from actually typing the word.

Keys	Purpose
<RETURN>	Use after entering information (see next paragraph)
<INST/DEL>	Deletes last character
<SHIFT>	Never used. All information is entered in "lowercase" letters. All reports are automatically printed out in CAPS.

2. **<RETURN>** key

When the computer displays asterisks (******), it indicates it is waiting for an input from the operator.

If the alpha or numeric information does not fill all the positions indicated by the asterisks, then you must press the **<RETURN>** key after entry.

Example: When the computer asks for vendor number, the screen looks like this:

Vendor Number : _******

Notice that the blinking cursor tells you where your characters will type. This is indicated by an underscore (_) in this documentation. You would type v/n 1234 as:

******
1234<RETURN>

because the number is less than the number of asterisks (six). If the v/n were 123456, then you would type:

******
123456

the computer will automatically advance to the next field.

Remember, when your input fills all the asterisks, then you do not have to press the **<RETURN>** key. With a little practice, this convention will become almost second nature.

When entering data, the **<RETURN>** key can be used to skip a field. Just press **<RETURN>** and the program will skip to the next field. For the first field of a new screen, pressing the **<RETURN>** key without any data allows you to return to the previous menu. As a general rule, when in doubt about where you are in the program or how to get to a different operation, just press **<RETURN>** until you get to the correct menu.

3. Prompting messages

The computer will remind you what information it is expecting by "prompting" messages. These messages will also "flash" when you have made an error. This flashing will also alert you to re-enter the information correctly.

These messages appear directly under the screen title. Example:

ENTER A/P TRANSACTIONS
Enter Vendor Number

4. Disk errors

The system utilizes floppy magnetic disks for storage of all data. Occasionally, a disk may drop data and cause an error. For this reason, **IT IS IMPERATIVE THAT AT LEAST TWO (2) BACKUP DISKS ARE MAINTAINED FOR EACH DISK FILE.** See IV-6 for Disk Backup Procedures.

If the following conditions occur, it means a disk error has occurred:

- 1541, Right most light turns red and blinks

A listing of all disk errors may be found in your **Commodore Floppy Disk User's Manual** and is reprinted in Section VI of this guide. When an error occurs, the system will return to the main menu. Re-insert the disk(s), and try the program again. If repeated tries do not work, then you probably have a bad disk and must go to one of your back-up disks.

Additionally, there are a series of special error messages concerning the operation of the Accounts Payable System. Please refer to the Troubleshooting Guide Section VI.

Note: There are several things the user can do to avoid disk data errors. They include:

a. Handle the diskette with care

- Write on labels first, then affix them to the diskette
- Do not touch the exposed surface of the diskette
- When not being used, keep the diskette in their protective jackets and store them in a cool dry area
- DO NOT remove diskette from drive during operation

b. Use high quality disks

c. Have your disk drive serviced periodically to ensure that it is clean and operating according to specified tolerances

5. Program Disk and Data Disk

Your master program disk is used to hold the programs which make up this accounting system. No specific information relating to your company or business is ever stored on the program disk. All such "data", is stored on a data disk. When running the system, you will be prompted to remove and insert either your program or data disk. Simply follow the prompts as indicated. If you accidently insert the wrong disk, you will be warned with a flashing error message. Just continue with the correct disk.

C. Equipment Requirements

The BAS PLUS/4 Accounts Payable System has been designed to allow significant flexibility in configuring your hardware. Of major importance is the capability to process the application using 1 or 2 disk drives.

Specific equipment requirements are:

- Commodore PLUS/4 Computer
- Color or Monochrome Monitor
- Disk Drives
    - 1 or 2 1541's or 1551's
- Printers
    - 1526, MPS 801, MPS 802, or DPS 1101

Install and check-out your equipment by following the equipment operating instructions provided by Commodore Business Machines.

II. SYSTEM FUNCTIONS

The Commodore Business Accounting PLUS/4 Accounts Payable System is a "menu-driven" system. The "menu" is literally a menu of critical accounts payable functions that have been computerized to support your day to day operations. To execute the functions, you merely have to select the appropriate menu item.

The menu includes the following functions:

ACCOUNTS PAYABLE MAIN MENU

00	Bas System Menu	01	Enter A/P Transactions
02	Print A/P Transactions	03	Maint. A/P Transactions
04	Update A/P Files	05	Print Reports
06	Calculate Payments	07	Print Payment Reg.
08	Print Checks	09	Maint./Disp. Vendors
10	A/P Info. File	11	Config. File Maintenance
12	Quit Processing		Select **(RETURN)**

Furthermore, various sub-menus are provided to allow for precise selection of essential accounting operations.

Following is a brief description of each menu and sub-menu function.

00) BAS SYSTEM MENU

Purpose: The Systems Menu is selected by entering **00.** The Systems Menu allows you to run any of these other system modules. These other systems may be purchased separately from your dealer:

BUSINESS ACCOUNTING SYSTEM MENU

01	General Ledger	02	Accounts Receivable
03	Accounts Payable	04	Payroll
05	Inventory Management	06	Disk Backup
07	Quit Processing		Select **<RETURN>**

06 Disk Backup function is very important and is included with your system. It allows you to duplicate any data disk. As mentioned above, **IT IS IMPERATIVE THAT YOU HAVE AT LEAST TWO (2) BACK-UP COPIES OF EACH DATA DISK.**

Program disks are copy protected and will not copy. You may obtain security copies from **Commodore Business Machines.**

01) ENTER A/P TRANSACTIONS

Purpose: To enter vendor invoices, credit memos, debit memos. Initializing vendor balances, and invoice changes or deletions.

When: Daily or when needed. (Note: System allows a **maximum of 50 transactions** to be entered before an update must be run.)

Sub-Menu:

1) Enter New Invoice (enter information for new vendor invoices)

2) Delete An Invoice (to cancel an invoice which has been previously updated to the invoice file and posted to the vendor file)

   Note: As a safety precaution when deleting an invoice you will need to enter the delete code "del"

3) Modify An Invoice (to change an invoice which has been previously updated to the invoice file and posted to the vendor file)

4) Enter Credit Memo (to enter a credit memo transaction)

5) Enter Debit Memo (to enter a debit memo transaction)

   Note: If invoice fields for a vendor have been set up, (See **09 Maintain/Display Vendors II-12**), automatic formatting and insertion of the Invoice Date, Age Date, Invoice Amount, and/or G/L Account Number will be made. Whenever you enter a New Invoice, Credit Memo, or Debit Memo. If desired, these supplied fields may be overridden.

   Note: The system maintains two dates: Invoice Date and Age Date. The Age Date is used on all aging reports and should be used to determine if discounts are applicable. Invoice Date appears on the itemized check stub. Today's Date, entered in **10 A/P Information File**, will be supplied to these fields if **<RETURN>** is pressed when prompted.

02) PRINT A/P TRANSACTIONS

Purpose: Transactions that were entered in **01 Enter A/P Transactions** may be printed out in this routine before they are updated to the invoice file and posted to the vendor file.

When: Optional, but suggested frequency is daily or after each session when you use transaction entry. This report may also serve as a Purchase Journal of all Invoice transactions that day. This report also shows the general ledger distribution for all invoice transactions. Note: transactions are automatically erased after **04 Update A/P Files** is run; therefore, always print transactions before updating.

Sub-Menu: Report Types:

1) Detail (print out of each transaction)

2) Summary (summary statistics only)

Report Groups:

1) All Transactions (prints all entries on file)

2) New Invoices (only prints new invoices)

3) Delete Transactions (only prints "delete" transactions)

4) Modify Transactions (only prints "modify" transactions)

5) New Credit Memos (only prints new credit memos)

6) New Debit Memos (only prints new debit memos)

Record Print Range

Specify first and last transaction numbers or enter: a<**RETURN**> (for all transactions).

03) MAINTAIN A/P TRANSACTIONS

Purpose: To make necessary corrections or void transactions before running **04 Update A/P Files.**

When: As needed. (Usually after an error is detected from reviewing printed transactions.)

Procedure:

Enter transaction number to be modified. Then, enter line number to change data.

04) UPDATE A/P FILES

Purpose: This routine automatically posts all invoice transactions to the vendor file. **Note: You must update before calculating payments.** This creates invoice records and updates the vendor record with current information. If you are interfacing with the General Ledger System, then general ledger transactions are also created. * (Note: Detailed interface instructions are included with the General Ledger System.)

When: Suggested frequency is weekly. For a heavy volume of transactions, you may want to update more. For very light volumes, you may want to update on a monthly basis. It is advised to perform the update function after accumulating 40 to 50 transactions.

Procedure:

Press: **1** (to begin processing). The system will now sort transactions and update vendors.

- If G/L account numbers for Accounts/Payable and Cash have been entered in **10 A/P Information File (p.II-13)**, an **A/P Update G/L Transactions** report is produced reflecting the amounts distributed to G/L accounts during the update. If interfacing with the Commodore G/L System, this report provides an additional audit trail. If not, it can be used as a worksheet when reconciling accounts.

- The system allows for a **maximum of 150 G/L distribution accounts** per transaction batch. That is an average of 3.5 accounts per transaction when processing a full batch of 50 records. If this maximum is reached while updating, the system will flash "G/L Acct Capacity Reached" and continue with update processing. Additional debits and credits will be accumulated in G/L accounts **99999.8** and **99999.9**, respectively. If this condition should arise when interfacing with the G/L System, manual G/L transactions will have to be made to adjust the proper accounts.

05) PRINT REPORTS

Purpose: This is a very powerful report generator function. It produces aged vendor payables reports for all vendors or any one vendor. You may request only "open items" (unpaid invoices) or "closed items" (paid invoices). Reports may be printed on a detail or summary level.

When: Print an open item report with aging (Report **01**) prior to each check run for all vendors. On a selective basis, you can print out an aging report for a single vendor only.

Note: You can also do a status inquiry into the vendor file to get up-to-date account information. Use Menu **09 Maintain/Display Vendors.**

Sub-Menu: Report Format Code

1) Open Items- prints "unpaid invoices" with total age in days

2) Closed Items- prints "paid invoices"

   Note: When you select this option, the computer will ask:

   Delete During Closed Item Listing? *

   It is a good idea to type y (for yes) to delete paid invoices while printing out the report. This will keep the Invoice File down to a manageable size. **A maximum of 375 closed (paid) invoices can be deleted during one execution of this report using this option.**

Report Type Code

1) Detail Report- prints one line item for each invoice for all vendors

2) Summary Report- prints vendor totals only for all vendors

3) Single Vendor Report- prints invoice detail for one vendor only

Invoice Range

Enter beginning invoice date or ending invoice date. Press: **a<RETURN>** to get all invoices for the report specified.

06) CALCULATE PAYMENTS

Purpose: This program calculates payment totals for invoices you wish to pay. The checks are actually printed in **08 Print Checks.**

When: Run for every check payment cycle; be sure that **04 Update A/P Files** has been run before calculating payments.

Procedure:

Enter: 1 (to begin)

Indicate the **Payment Date** to be printed on the checks. Then indicate the number of handwritten checks that have been used; this increments the **Next Check Number** to the appropriate check number.

Note: Checks should be pre-numbered for security and control purposes. You will normally have to allow at least two checks to be wasted in order to load checks in the printer and align for printing. Therefore, you should consider this when specifying the number of handwritten checks so that the Next Check Number represents the first good continuous check form.

Sub-Menu:

After the first time you calculate payments, the message **Clear Present Check File? (Y/N)** will appear. Enter: **y** if you have already printed out the previous checks and do not want to print again. Enter: n if you want to calculate more checks and **add** to the present check file. Normally, you would enter **y**.

There are two payment methods available: **1** Pay by Vendor, and **2** Pay by Invoice. When using **1**, you enter the Vendor number range that you want; then the computer will automatically pay (calculate a check for) all open invoices for vendors within the range specified. When using **2**, you enter each Vendor number separately, then enter each Invoice number separately. Up to 50 vendor numbers may be entered but they must be entered in ascending sequence; up to 13 of each vendor's first 50 invoices may be entered.

Note: When applying **credit memos** to the unpaid balance, **the sequence of entering invoice/credit memo numbers is very significant!** A credit memo may be partially or completely applied against the account balance based on the balance. This is determined by the computer in the following way: the credit applied from each credit memo will be the lesser of:

(a) the un-applied balance on the credit memo

OR

(b) the cumulative positive amount for the check

The following example will illustrate the point. Let's take a hypothetical Vendor number 1000 with the following open items:

Invoice/CM #	Date	Amount
65123	04/01/81	$100.00
65422	04/15/81	200.00
CM123	04/23/81	140.00 CR
	Check Balance:	$160.00

The balance on this account is $160.00 if the credit memo is applied against the account balance. In **Calculate Payments**, by entering the credit memo after all invoices, the entire credit will be applied since ($140.00 CR) is less than the cumulative positive amount ($300.00).

Notice in the following sequence of entries, that the check balance is $200.00. This is calculated because the credit memo was entered after Invoice 65123, and therefore the cumulative positive balance at that point was $100. Therefore, the credit was partially applied (only $100 of the $140).

Invoice/CM #	Date	Amount
65123	04/01/81	$100.00
CM123	04/23/81	140.00 CR
		(appl.$100.00)
65422	04/15/81	200.00
	Check Balance:	$200.00

The computer will maintain the un-applied portion of each credit memo. In the above example, CM123 would now contain an un-applied value of $40.00 CR.

Paying a Partial Invoice - To pay only a partial invoice, you must create two invoices first. Use **01 Enter A/P Transactions, 03 Modify an Invoice** to change the original invoice amount to the amount you wish to pay, then use **01 Enter New Invoice** to add a new invoice (same number with a unique suffix) for the balance due. Now, in Calculate Payments, you can pay the original invoice number (which will now be a partial payment).

If you are interfacing with the General Ledger System, then general ledger transactions are also created. (Note: Detailed interface instructions are included with the General Ledger System.)

07) PRINT PAYMENT REGISTER

Purpose: To print a register of checks created in **06 Calculate Payments.**

When: After running **06 Calculate Payments** to verify payment totals before printing checks.

Procedure:

Enter **1** to begin. Then enter first register number (check number) and last register number for report or enter: **a<RETURN>** to include all checks.

08) PRINT CHECKS

Purpose: This function prints computer-generated checks on customized continuous check forms (Deluxe 1002). The check contains a voucher section which itemizes which items are included in the check total.

When: Suggested frequency is bi-weekly or monthly. May be run on any frequency desired. Note: Before running Print Checks, you must run **06 Calculate Payments.**

Procedure:

Press: 1 (to begin processing).

Then load printer with continuous check forms. When prompted to enter first check register number (check number) enter: **c<RETURN>** (for check alignment pattern).

After checks are aligned properly, either enter: **a<RETURN>** (for all checks) or the actual range of check register numbers to be printed. This feature allows you to re-print a given check if it should be required.

09) MAINTAIN/DISPLAY VENDORS

Purpose: Allows for the adding, changing, deleting and printing of vendor records, as well as processing Year-end accumulations.

When: As needed, and at year end.

Sub-Menu:

1) Add - allows adding new vendors to file

2) Change - allows changing any information on an existing vendor. Also permits you to delete a vendor by entering d then the delete code **del. Note: vendor balance must be zero to delete the file.**

3) Print - prints listing of vendor file in one of two formats

   1-Activity - Provides one line listing of all vendors, current account balance, and last activity.

   2-List - Provides a master list of vendor number, name and address, telephone number, etc.

4) Yr End - run at year end only; zero's out **7** Purchases This Year and moves totals to **6** Purchases Last Year. The computer automatically maintains these two fields.

Note: Mo **Pay Amt, Day/Paymnt, and G/L Acct fields** can be used for **recurring vendor invoices** to simplify transaction entry (See p.II-1). Entry of any or all of these fields in the vendor's record will result in automatic insertion of the following fields when entering a **new invoice, credit memo, or debit memo** transaction:

vendor field	transaction field
Mo Pay Amt	Invoice Amount
Day/Paymnt	Invoice Date & Age Date (from A/PIF)
G/L Acct Account	G/L Distribution

10) A/P INFORMATION FILE

Purpose: Enter or change the **Company**, **Password**, **Next Check Number**, G/L **Accounts**, and **Aging** periods.

When: Daily (for date); as needed for other data.

Procedure:
There are several special feature codes in the A/P Information File which provide the system additional capabilities:

Field	Allowable codes	Comments
Company	Enter your company name and address	
Systems date		The date is automatically updated with date you enter when you first turn the system on
Password	Enter yyyy yyyy=4 character password	This field instructs and sets the user password (initialized **pass**)
Gen'l Ledger Accounts	Enter the account code as XXXXX.X	G/L accounts are needed only if you are interfaced with the G/L System
	(Leave **00000.0** if not interfaced with G/L System)	Complete documentation and coding is found in the General Ledger system
Aging Periods	Enter aging days normally 30, 60, 90, 120	Provides for variable aging

Note: If you are not interfacing with the BAS PLUS/4 G/L System but want to produce the **A/P Update G/L Transactions Report** (See **04** A/P Update P.II-5), you must enter G/L Accounts here using the Osborne numbering convention: **A/P must be a liability account number, such as: 21111.0 Cash must be an asset account number, such as 11120.0. When prompted, Interfacing with G/L System ?,** enter n.

11) CONFIGURATION FILE MAINTENANCE

Purpose: Provides the capability to describe the specific equipment configuration to the BAS PLUS/4 Accounts Payable application, including the ability to change it if your equipment changes. (e.g. Add a second disk drive)

When: For one disk unit (e.g. 1 1541)

. Whenever you change disks or printers.

For two disk units (e.g. 2 1541's)

. Every time you turn your hardware on you will have to change the unit number of your second disk unit

Note: This routine will do that automatically

. Whenever you change disks or printers.

Sub menu: 0) Quit Processing, after configuration is defined

1) Change Configuraion, to define or change the current configuration

FIELD	ALLOWABLE CODES
Monitor	color 40-column
Disk	80 = 1 1541
	90 = 2 1541's
Printer	M = Standard Commodore Printer
	Q = Printer with no line feed
	F = Printer with a line feed

2) Change Unit Number, to assign unit numbers when two disk units are used. Note: Be sure secondary disk is turned off (e.g. the disk unit to be used for data files) before selecting Sub Menu item 2.

The system will prompt you to turn the primary unit (i.e., unit used for program disk) off and the secondary unit on. Then press **<RETURN>** to change the secondary drive to unit 9.

Technical note: The system assumes that the main drive is pre-set to device number 8.

User note: It is recommened that you attach a label to each disk device, as follows:

-Unit 8/Drive 0 (primary)
-Unit 9/Drive 1 (secondary)

Note: Change Unit Number is not required if you have your dealer permanently change your disk drive unit number to unit 9.

For Two Drive Systems

When making a back-up copy on a brand new disk, you will have to use the **New** command **2**. This command will place formatting information on a new disk in drive 1 (left drive) so that it can then copy from drive 0. After the back-up copy is complete, the computer will check that a good copy was made. If not, a message will inform you "BAD COPY - RE-DO" and you should try copying again. If after two (2) tries, you still get a bad copy, then try using another disk (in drive 1) to copy on. Under certain circumstances, it is possible that the operating disk (in drive 0) is bad, and to recover you will have to use a previous back-up file.

Just follow the specific instructions on the screen when you use BAS Systems Menu functions.

For One Drive Systems

The back-up can still be performed. However, it will involve six separate passes, each of which will require removing and inserting the original and back-up diskettes. Furthermore, if you are backing up to a new disk, you will have to format the disk first. To format the disk, exit the system and do the following:

HEADER"diskname",DØ,I# **<RETURN>**

The diskname is the file name you want to assign to the diskette **#** is a two character id number.

Example:

HEADER"DATA DISK",DØ,IØ3
<RETURN>

Note: When you are prompted for an id number, enter a 2-digit number that is different than the id number you assigned for your A/P Data disk.

After the disk has been formatted, reload the application program and:

Press: **<SHIFT> <RUN/STOP>**, simultaneously.

12) Quit Processing

Purpose: Allows you to quit your current session with the Accounts Payable Program.

When: As Desired.

Sub Menu: You will be asked "**Are you sure? (y/n)**"
"**y**": Will return you to PLUS/4 Basic.
"**n**": Will return you to the Accounts Payable Menu.

III. SYSTEM START-UP

A. Overview

The following procedure should be used to start-up the system at the beginning of the day.

B. Initializing the System for first use

The following sequence should be used when you first implement the system:

- Read this manual

- Install Equipment as indicated in Commodore installation manuals

- Prepare an **Operating copy of an A/P Data Disk**

  . Place a new high quality disk in drive 0
  . Enter:

  HEADER"A/P DATA DISK",DØ,IØ1 **<RETURN>**
  Note: use the numbers one (1) and zero (Ø)

  (If you get a **file open** error, repeat)

  . Disk will start spinning
  . Wait until disk drive light goes off
  . Remove the disk and label it.

- Start system up as indicated above in Par. B,

- Select **10 A/P Information File** to create a A/P Information File on your new A/P Data Disk (see Section II-13)

- Assign vendor numbers and enter vendors as indicated in Section IV, Par. B.

- Now follow Daily Accounts Payable Cycle as indicated in Section IV, Par. B

C. Daily Start-up Sequence

1) Disconnect any peripheral equipment not used by the BAS PLUS/4 application (e.g. Joy sticks, game cartridges, cassette units)

2) Turn on Commodore PLUS/4, floppy disk drives, and Printer.

   Note: If there are two drives, turn the primary drive on only

3) Insert **A/P Program Disk**, side 1, in Drive 0

4) Press **<SHIFT> <RUN/STOP>**, simultaneously.

   Read copyright notice carefully. Note that it is **unlawful to copy, duplicate, sell or distribute unauthorized copies of this software product disk-- violators will be prosecuted to the full extent of the law.**

5) After the copyright message, you will be prompted to enter the current date. Enter the date using the format: MMDDYY (Month-Date-Year).

   Note: The system will automatically update the A/P Information File. If you do not want to change the date currently in the A/P Information File, just press **<RETURN>**.

6) Enter: **pass** (or whatever your password is)

   Note 1: Though you enter the password at this point, it will be verified again as each application module is executed. Review your password entry carefully prior to responding **Y**-yes to the screen prompt.

   Note 2: The password can be changed by using **10 A/P Information File** (refer to page II-13).

7) Now you may execute any of the functions specified in Section II - System Functions.

   Note: If you have more than 1 disk unit (e.g. two 1541's) you must execute **11 Configuration File Maintenance** first.

D. Turning off the System

Note: Before turning off the system, you should press **<RETURN>** until you get the BAS Systems Menu. Then, remove disk(s) and turn off all components.

NEVER TURN THE SYSTEM OFF OR ON WITH FLOPPY DISKS IN THE DRIVES. THIS CAN CAUSE PERMANENT DAMAGE TO THE FLOPPY DISKS AND POSSIBLE LOSS OF DATA.

E. Special Considerations

The Commodore Accounts Payable System provides you with expandable capacity for almost any small business by splitting vendors and invoices on several data disks. You may also use the system for several small companies by setting each company up on a separate data disk.

To split vendors onto several disks, decide what grouping you will use:

- Alphabetical
- Product category
- Service type
- etc.

For example, to split alphabetically, create a separate A/P Data Disk for each vendor grouping:

A - M	Group 1 (Disk 1)
N - Z	Group 2 (Disk 2)

This will provide you with double the capacity of vendors and invoices over one disk. Obviously, you may split your vendors to any number of different disks to provide virtually unlimited capacity.

IV. ACCOUNTING PROCEDURES

A. Overview

All accounting systems have specific cycles for data entry, updating and reporting. The BAS 64 Accounting System is very flexible in design. The Accounts Payable file may be updated as frequently as desired to obtain current information on your vendors.

This section presents a guide for following appropriate manual accounting procedures and the proper execution of computer procedures. We recommend that initially you follow this sequence exactly until you have developed experience on the system. Of course, you have the option of developing your own internal procedures once you are intimately familiar with the operation of the system.

B. Daily Accounts Payable Cycle

Daily, or less frequently, you should run the following types of transactions:

- Process Invoices/Credit Memos
- Vendor Inquiry
- Vendor File Maintenance

To start-up the computer, see Section III - System Start-up.

1) Processing Invoices

Accounting Procedure

a) Assign Vendor Number to all vendor invoices and General Ledger account distribution. (Note: Detailed Chart of Account information is described in the General Ledger System documentation.)

b) Maintain standard accounting procedures to verify that incoming invoices are valid. Normal procedure dictates that invoices be matched against a purchase order AND matched against a Shipper or Receiver as proof that the material ordered was in fact received. Invoices should also be approved by an appropriate individual BEFORE they are entered in the system as a payable.

Computer Procedure

a) Use **01 Enter A/P Transactions** to enter invoice transactions from the invoice document.

b) Enter required information.

There are some **very important conventions** that must be followed when entering invoices, debits, and credits.

Check Number must be **0** or blank for the system to consider the invoice or debit memo **open** or **unpaid.** If you put a number in the **Check Number** field, the computer will therefore assume the invoice has been paid.

Age Date is the date used to age this invoice on all reports. Normally it will be the same as **Invoice Date.** Some firms use the **Age Date** as the latest date for which the discount can be taken. This provides an easy mechanism for ensuring that invoices are paid on time -- to take advantage of discounts. Whatever convention you establish for **Age Date,** you should **be consistent.**

Stamp each invoice **ENTERED XX/XX/XX** with a date stamper to control what documents have been entered into the computer. Then file invoices in a chronological file. You may still wish to file a copy of the invoice by Vendor to provide a ready reference of all purchases by vendor.

c) Use **02 Print A/P Transactions to verify that your data was entered correctly (ref II-3).**

d) If you detect any errors, use **03 Maintain A/P Transactions** (ref II-4) to make corrections. Note: this function will correct the transactions **before** you update the A/P file. You will also have the opportunity to void a transaction before updating. Enter transaction number to change. Press **<RETURN>**. Enter operation code **04** Void this transaction.

e) File computer reports in your A/P Binder in chronological order by date.

2) Processing Vendor Credits or Debits

All vendor credits or debits should be controlled and processed exactly the same as Invoices.

3) Vendor Inquiry

This function allows you to do a random access inquiry to the vendor file to inquire to the status of that account. Note: the file will only be current up through the last A/P update.

a) Use **09 Maintain/Display Vendors** (ref II-12). Use **2 Change** to access vendor record. The press **<RETURN>** after viewing record. This will write the record back to the file **unchanged.**

4) Vendor Maintenance

This function allows you to **add** new vendors to the A/P Vendor file, **change** information on exisiting vendors, or **delete** existing vendors from the file.

a) Use **09 Maintain/Display Vendors** (ref II-12).

b) To **add** a new vendor to the file, manually assign a vendor number

Note: It is good practice to assign vendor numbers in alphbetical sequence and allow gaps between the numbers for future use. That way, all A/P reports will be printed alphabetically by vendor number. Vendor numbers have six (6) characters.

use Add command **01**

c) To **Change** or **Delete** use **2 Change** command. Delete code is **"del"**

Note: vendor balance must be zero to delete the file.

DAILY, AFTER PERFORMING ABOVE OPERATIONS, THE DATA SHOULD BE BACKED-UP TO A BACK-UP DISK. SEE PROCEDURES BELOW.

C. Weekly Accounts Payable Cycle

Weekly, or more frequently, you should run the following computer functions:

- Update A/P File
- Print "A/P Open Invoice Listing"
- Calculate Payments, Print Payment Register, Print checks
- Back-up disks

To start-up the computer, see Section III - System Start-up.

1) Updating A/P File

a) Use **04 Update A/P Files** (ref II-5) to update the Accounts Payable files. Note, this program will update the Vendor file with the new account balance, and create invoices on the Invoice file.

b) File update report in your A/P Binder in chronological order by date.

2) Printing A/P Open Invoice Listing

a) Use **05 Print Reports** (ref II-7) to get an updated listing of the "A/P Open Invoice Listing". In addition, other reports can be run.

This is a key report. It provides a turnaround mechanism for specifying which open items (unpaid invoices) should be paid in this check run. The report should be reviewed by the Treasurer or appropriate management individual to determine which vendor's invoices to pay. Invoices to pay should be annotated in RED ink for the appropriate individual to enter into the system for payment calculation.

3) Calculate and Print Checks

a) Use **06 Calculate Payments** (ref II-8), then press **1** to begin. If you have already printed the previous check run, enter y to clear the present check file. If not, enter n. Now enter the Payment Date to appear on checks, and the number of handwritten checks.

b) The recommended mode of payment is **2** Pay by Invoice. This assures that you specify exactly what invoices you want paid. Use the "A/P Open Invoice Listing" (annotated with which invoices to pay). Enter the vendor number, then each invoice number in sequence. When entering a credit memo, make sure to enter after all invoices if you want the maximum credit applied (see II-8 for detailed explanation).

c) After all vendors have been entered, press **<RETURN>**, then enter **0** to Calculate or **1** to Restart (if you made an error). The computer will now calculate the payments and indicate what check number is next.

d) If you are interfacing with the General Ledger System, the computer will prompt to insert the General Ledger transaction disk. (Detailed G/L interface instructions are provided in the General Ledger System documentation.)

4) Print Payment Register and Checks

a) Use **07 Print Payment Register**, then press **1** to begin. Enter: a**<RETURN>** to print a register of all payments calculated.

b) Use **08 Print Checks**, then press **1** to begin. Now load printer with continuous check forms (**Form No. 1002**). **Enter: c<RETURN>** to check printing alignment; when checks are aligned, enter: a**<RETURN>** to print all checks or the actual range of check register numbers to be printed.

5) Back-up Disks

a) Return to A/P Main Menu, then enter **00** to get to the BAS Systems Menu.

b) Use sub-menu function Disk Backup **06** and follow instructions. **Perform weekly or after each payment run**

Note: You should make a backup copy, at the close of each working day, of any data disks you used during that day.

You should also make a backup copy of your data disk before closing a month or financial period. (Especially year-end.)

D. Manual Check Writing and Monthly Bank Reconciliation

Even with computerized checks, there will be a need to maintain a manual check system for vendors from whom only single purchases are made and for cash purchases. To assist in controlling these manual checks along with computerized checks, use the **A/P Manual Check Register** form provided below.

A/P MANUAL CHECK REGISTER

COMPANY/ACCOUNT			MO YR	PAGE	BALANCE FORWARD	
ACC ASSOCIATES			5 84	/		$13,482.25
DATE	CHECK NO	PAYEE NAME/GL DISTRIBUTION	DISBURSE AMT	DEPOSITS		ACCOUNT BALANCE
5/25	2327	CASH 43121.7	100.00			13,382.25
5/25	2328-2340	A/P CHECK RUN	7425.25			5,957.00
5/27				3,000.00		8,957.00
5/29	2341	POSTMASTER of SOUTHVIEW 42100.1	35.00			8,922.00
5/29	2342	UNITED PICKUP SERVICE 44710.0	50.00			8,872.00

It is suggested that you use the same computerized checks (in sequence) for your manual checkwriting. (Eliminate your checkbook provided by the bank.) This approach will simplify control.

For each manual check used, record the Date, Check Number, Payee, Account Distribution and Amount on the Manual Check Register.

For each automated check run, record the Date, Range of Checks used, "A/P Check Run" for the Payee, and the Total Amount of the check run from the "A/P Payment Register".

For each deposit, record the Date, Deposit Description, and Amount on the Manual Check Register.

This register provides total audit control of all computerized checks, manual checks, and deposits. It also provides a running account balance and serves as your "checkbook" stub.

Monthly, use this Manual Check Register to reconcile your computer and manual records with the bank statement.

MONTHLY, AFTER PERFORMING ALL MONTH-END WORK, BOTH DISKS SHOULD BE BACKED-UP WITH THE MONTH BACK-UP SET OF DISKS.

E. Year-End Processing

At year-end, produce a "Year-End" BACK-UP set of disks. Then zero out the current year fields on the vendor file using **09 Maintain/Display Vendors, 4** Year End. The system will now be re-initialized for a new year.

V. SAMPLE REPORTS

This section contains sample reports from the BAS PLUS/4 Accounts Payable System.

Each report has been photo-reduced and included as an example of the key control documents you will use in managing and controlling your operation. Additionally, a brief profile of each report has been prepared to describe its purpose, menu item to be selected and frequency of preparation.

The index of reports is as follows:

Report Title	Page
List of Vendors	V - 2
Vendor Activity Report	V - 3
A/P Transaction File Listing	V - 4
A/P Transaction Summary Report	V - 5
A/P File Update Report	V - 6
A/P Upd G/L Transactions	V - 7
A/P File Update Summary	V - 8
A/P Open Invoice Listing	V - 9
A/P Open Invoice Summary	V -10
A/P Closed Invoice Listing	V -11
A/P Closed Invoice Summary	V -12
Single Vendor Report	V -13
A/P Payment Register	V -14
Manual Check Register	V -15
Computerized Checks	V -16
A/P Information File	V -17

Report Title:	**List of Vendors**
Purpose:	Provides a master list of all vendors, addresses, and telephone numbers.
How:	**09** Maintain/Display Vendors **3** Print **2** List
When:	As required

```
                          ABC ASSOCIATES                          PAGE 1
                         LIST OF VENDORS
                            05/25/84
==============================================================================
                                                                TELEPHONE

AB1001  ABC CORPORATION
123 STATE ST.          DETROIT  MI 48080                        123-9876

BB2002  BBC INC
234 MILITARY DR.       DETROIT MI 48098                         345-9876

CB3003  CBS BROADCASTING
432 MAPLE DR.          BIRMINGHAM MI 48010                      765-3928

WD4004  WDRQ RADIO
567 12 MILE            OAK PARK MI 48098                        987-2345

 4  VENDORS ON FILE

END OF REPORT
```

Report Title: **Vendor Activity Report**

Purpose: Provides a master list of all vendor names only, last activity, current year's volume, and last year's volume.

How: **09** Maintain/Display Vendors
3 Print **1** Activity

When: As required

Special Codes: The following can be used for recurring vendor invoices to simplify transaction entry.

G/L ACCT - General Ledger Distribution Account
MO PAY AMT - Monthly Pay Amount
DY - Day Of Payment

ABC ASSOCIATES
VENDOR ACTIVITY REPORT
05/25/84

PAGE 1

CODE	NAME	LST ACT	GL ACCT	MO PAY AMT	DY	CURR YEAR	LAST YEAR
AB1001	ABC CORPORATION	04/17/89	21100.0	$50.00	01	$1100.00	$550.00
BB2002	BBC INC	03/21/84	43310.0	$100.00	15	$400.00	$1100.00
CB3003	CBS BROADCASTING	03/21/84	43590.0	$500.00	30	$1500.00	$5500.00
WD4004	WDRQ RADIO	03/21/84	43590.0	$57.00	01	$75.00	$657.00

4 VENDORS ON FILE

END OF REPORT

Report Title:	**A/P Transaction File Listing**
Purpose:	Provides an audit trail of all transactions not yet updated
How:	**02** Print A/P Transactions
When:	Should be run **before** A/P Update

```
                          ABC ASSOCIATES                                PAGE 1
                   A/P TRANSACTION FILE LISTING
                          05/25/84
==================================================================================
*  INV DATE * AGE DATE    *    AMOUNT  *  DISCOUNT  *   FREIGHT   *    TAXES  *

1   INVOICE# 1       * VENDOR# AB1001 * DESCR RACKS     * BUYER 0 * CHECK# 0
    05/01/84  05/01/84          $50.00        $0.00        $5.00        $0.00
    G/L #        14100.0
    AMOUNT        $55.00
NEW INVOICE TRANSACTION.  NET COST $55.00

2   INVOICE# 2       * VENDOR# AB1001 * DESCR WIDGET    * BUYER 0 * CHECK# 0
    05/01/84  05/01/84          $50.00        $0.00        $0.00        $0.00
    G/L #        21100.0
    AMOUNT       $-50.00
NEW INVOICE TRANSACTION.  NET COST $50.00

3   INVOICE# 3       * VENDOR# AB1001 * DESCR SOFTWARE * BUYER 0 * CHECK# 0
    05/01/84  05/01/84         $100.00        $0.00        $0.00        $0.00
    G/L #        21100.0
    AMOUNT      $-100.00
NEW INVOICE TRANSACTION.  NET COST $100.00

4   INVOICE# 1       * VENDOR# BB2002 * DESCR PLUS/4    * BUYER 0 * CHECK# 0
    05/15/84  05/15/84         $100.00        $0.00        $0.00        $0.00
    G/L #        43310.0
    AMOUNT       $100.00
NEW INVOICE TRANSACTION.  NET COST $100.00
```

(CONTINUED ON PAGE 2)

Report Title:	**A/P Transaction Summary Report**
Purpose:	Provides summary statistics for the Transaction File Listing
How:	**02** Print A/P Transactions
When:	Should be run **before** A/P Update

```
                          ABC ASSOCIATES                                PAGE 2
                   A/P TRANSACTION SUMMARY REPORT
                            05/25/84
==============================================================================

                       TRANSACTION FILE TOTALS

                     AMOUNT  *  DISCOUNT  *  FREIGHT  *   TAXES   *   TOTAL

4   INVOICE          $300.00      $0.00       $5.00       $0.00     $305.00
0   DELETE             $0.00      $0.00       $0.00       $0.00       $0.00
0   MODIFY             $0.00      $0.00       $0.00       $0.00       $0.00
0   CREDIT MEMO        $0.00      $0.00       $0.00       $0.00       $0.00
0   DEBIT MEMO         $0.00      $0.00       $0.00       $0.00       $0.00
                   =========  =========   =========   =========   =========
4    TRANSACTIONS    $300.00      $0.00       $5.00       $0.00     $305.00

BEGINNING RECORD #   1
ENDING RECORD #      4
TOTAL TRANSACTIONS   4

END OF REPORT
```

Report Title:	**A/P File Update Report**
Purpose:	To highlight the impact each transaction had on your vendor file.
How:	**04** Update A/P Files
When:	Each time the A/P update is processed
Special Codes:	Type of Transaction 1 New Invoice 2 Credit Memo 3 Debit Memo Operations Code 1 New/Add 2 Delete 3 Modify 4 Enter a Credit Memo 5 Enter a Debit Memo

ABC ASSOCIATES PAGE 1
A/P FILE UPDATE REPORT
05/25/84

R#	VENDOR	INVOICE	DESCRIPTION	TRANSACTION	CASH	ACCTS PAYABLE
1	AB1001	1	RACKS	INVOICE	$0.00	$0.00
*****INVOICE ALREADY ON FILE*****						
2	AB1001	2	WIDGET	INVOICE	$0.00	$0.00
*****INVOICE ALREADY ON FILE*****						
3	AB1001	3	SOFTWARE	INVOICE	$0.00	$0.00
4	BB2002	1	PLUS/4	INVOICE	$0.00	$100.00

Report Title:	**A/P Upd G/L Transactions**
Purpose:	To provide an audit trail of General Ledger transactions generated by Accounts Receivable
How:	**04** Update A/P Files
When:	Automatically generated as part of A/P Update, if General Ledger interface is used

```
                    ABC ASSOCIATES                                PAGE 2
              A/P UPD G/L TRANSACTIONS
                      05/25/84
================================================================================
 G/L ACCT    *  REFERENCE  *  AMOUNT      ACCT TOTAL
  43310.0              1      100.00
                                          100.00
  21100.0        A/P ACCT     100.00
```

Report Title:	**A/P File Update Summary**
Purpose:	To highlight, by transaction type, the impact of payable transanctions.
How:	**04** Update A/P Files
When:	Whenever the update is run
Special Codes:	ER - Shows number of Errors (if any occurred) General Ledger Postings show total amounts posted for credit and debit transactions.

ABC ASSOCIATES PAGE 3
A/P FILE UPDATE SUMMARY
05/25/84

QTY	TRANSACTION	AMOUNT	DISCOUNT	FREIGHT	TAXES	TOTAL	ER
4	INVOICE	$300.00	$0.00	$5.00	$0.00	$305.00	3
0	DELETE	$0.00	$0.00	$0.00	$0.00	$0.00	0
0	MODIFY	$0.00	$0.00	$0.00	$0.00	$0.00	0
0	CREDIT MEMO	$0.00	$0.00	$0.00	$0.00	$0.00	0
0	DEBIT MEMO	$0.00	$0.00	$0.00	$0.00	$0.00	0
4		$300.00	$0.00	$5.00	$0.00	$305.00	3

GENERAL LEDGER POSTINGS

CREDIT TRANSACTIONS $100.00
DEBIT TRANSACTIONS $100.00

END OF REPORT

Report Title: **A/P Open Invoice Listing**

Purpose: To provide a list of unpaid invoices by vendor to be reviewed prior to making payment decision. Report shows balance and age on all open invoices. This report should be used by the Treasurer or authorized management individual to determine which invoices to pay. The report is used as a turnaround-document for entry to **06** Calculate Checks.

How: **05** Print Reports
1 Open Items or **2** Closed Items, then press **1** Detail Report

When: Run before each check preparation cycle.

```
                          ABC ASSOCIATES                                PAGE 1
                     A/P OPEN INVOICE LISTING
                           05/25/84
==============================================================================
INV # * T *INV DATE*AGE DATE*DESCRIP *DISCOUNT* FREIGHT*   TAXES* INV TOTAL*AGE

AB1001ABC CORPORATION  PURCHASES $2790.00
30      INV 05/01/84 05/01/84 SOFTWARE     $0.00    $0.00    $0.00    $100.00  24
31      INV 05/01/84 05/01/84 DESKS        $0.00    $0.00    $0.00    $890.00  24
35      INV 05/01/84 05/01/84 PRINTER      $0.00    $0.00    $0.00    $300.00  24
BB2002 INV 05/01/84 05/01/84 ELECTRON      $0.00    $0.00    $0.00    $400.00  24
 4 INVOICES TOTAL                          $0.00    $0.00    $0.00   $1690.00
------------------------------------------------------------------------------
BB2002BBC INC  PURCHASES $500.00
1       INV 05/15/84 05/15/84 PLUS/4       $0.00    $0.00    $0.00    $100.00  10
 1 INVOICES TOTAL                          $0.00    $0.00    $0.00    $100.00
------------------------------------------------------------------------------
```

Report Title: **A/P Open Invoice Summary**

Purpose: To provide management with an overall status of their payables position, including aging, to assist in cash planning activities. Report summarizes and ages open balance for vendor account included on the report.

Note: This report is automatically produced when detail report is requested.

How: **05** Print Reports

When: As required.

```
                              ABC ASSOCIATES                          PAGE 2
                         A/P OPEN INVOICE SUMMARY
                               05/25/84
==============================================================================
    INVOICES  *   AMOUNT  *  DISCOUNT  *   FREIGHT   *    TAXES  *     TOTAL

                              AGING SUMMARY
UNDER 30 DAYS:
       5          $1790.00        $0.00        $0.00        $0.00     $1790.00
OVER  30 DAYS:
       0             $0.00        $0.00        $0.00        $0.00        $0.00
OVER  60 DAYS:
       0             $0.00        $0.00        $0.00        $0.00        $0.00
OVER  90 DAYS:
       0             $0.00        $0.00        $0.00        $0.00        $0.00
OVER  120 DAYS:
       0             $0.00        $0.00        $0.00        $0.00        $0.00
             ===========  ===========  ===========  ===========  ===========
             $1790.00        $0.00        $0.00        $0.00     $1790.00


OPEN     INVOICES 5
CLOSED   INVOICES 17
DELETED  INVOICES 0
TOTAL    INVOICES 22

PERIOD COVERED: ALL OPEN INVOICES

END OF REPORT
```

Report Title: **A/P Closed Invoice Listing**

Purpose: Serves as an audit trail of all paid invoices. Prints all "closed" (or paid) invoices, including option to delete these "closed" invoices during reporting since they are not needed any more.

How: **05** Print Reports **2** Closed Item Format

When: As required.

ABC ASSOCIATES PAGE 1
A/P CLOSED INVOICE LISTING
05/25/84

INV #	* T	*INV DATE	*AGE DATE	*DESCRIP	*DISCOUNT*	FREIGHT*	TAXES*	INV TOTAL	*CH#
AB1001ABC CORPORATION PURCHASES $1100.00									
1	INV	04/01/89	04/01/89	SOFTWARE	$0.50	$1.00	$1.00	$51.50	7
10	INV	04/01/89	04/01/89	SOFTWARE	$5.00	$10.00	$10.00	$65.00	7
11	INV	04/01/89	04/01/89	SOFTWARE	$5.50	$11.00	$11.00	$66.50	7
12	INV	04/01/84	04/01/84	SOFTWARE	$0.50	$3.00	$2.00	$54.50	6
13	INV	04/01/89	04/01/89	SOFTWARE	$6.50	$14.00	$23.00	$80.50	7
2	INV	04/01/89	04/01/89	SOFTWARE	$11.00	$2.00	$2.00	$43.00	7
3	INV	04/01/89	04/01/89	SOFTWARE	$11.50	$3.00	$3.00	$44.50	7
4	INV	04/01/89	04/01/89	SOFTWARE	$2.00	$0.00	$4.00	$52.00	7
5	INV	04/01/84	04/01/84	SOFTWARE	$5.50	$6.00	$6.00	$56.50	7
6	INV	04/01/89	04/01/89	SOFTWARE	$33.00	$0.00	$6.00	$23.00	7
7	INV	04/01/89	04/01/89	SOFTWARE	$3.50	$7.00	$7.00	$60.50	7
76	INV	04/13/84	04/13/84	SOFTWARE	$0.50	$2.00	$2.00	$53.50	6
77	INV	04/01/84	04/01/84	SOFTWARE	$0.50	$4.00	$5.00	$58.50	7
8	INV	04/01/84	04/01/84	SOFTWARE	$0.50	$2.00	$8.00	$59.50	7
88	INV	04/01/84	04/01/84	SOFTWARE	$0.50	$6.00	$3.00	$58.50	5
9	INV	04/01/89	04/01/89	SOFTWARE	$4.50	$9.00	$9.00	$63.50	7
99	INV	04/01/84	04/01/84	SOFTWARE	$0.50	$9.00	$6.00	$64.50	5
17 INVOICES TOTAL					$91.50	$89.00	$108.00	$955.50	

Report Title:	**A/P Closed Invoice Summary**
Purpose:	Summarizes and ages closed balances for all vendor accounts on the report
How:	**05 Print Reports, 2 Closed Item Format**
When:	As required

```
                          ABC ASSOCIATES                          PAGE 2
                     A/P CLOSED INVOICE SUMMARY
                            05/25/84
==============================================================================
    INVOICES  *   AMOUNT  *  DISCOUNT  *  FREIGHT   *    TAXES  *     TOTAL


OPEN     INVOICES 0
CLOSED   INVOICES 17
DELETED  INVOICES 0
TOTAL    INVOICES 17

PERIOD COVERED: ALL CLOSED INVOICES

END OF REPORT
```

Report Title:	**Single Vendor Report**
Purpose:	To provide a mechanism to review a single vendor's activity as a total and summary basic.
How:	**05** Print Reports
When:	Run as required.

```
                          ABC ASSOCIATES                                  PAGE 1
                     A/P OPEN INVOICE LISTING
                           05/25/84
==============================================================================
INV # * T *INV DATE*AGE DATE*DESCRIP *DISCOUNT* FREIGHT*   TAXES* INV TOTAL*AGE

                        SINGLE VENDOR REPORT

AB1001ABC CORPORATION  PURCHASES $2790.00
30      INV 05/01/84 05/01/84 SOFTWARE    $0.00    $0.00    $0.00    $100.00  24
31      INV 05/01/84 05/01/84 DESKS       $0.00    $0.00    $0.00    $890.00  24
35      INV 05/01/84 05/01/84 PRINTER     $0.00    $0.00    $0.00    $300.00  24
BB2002 INV 05/01/84 05/01/84 ELECTRON     $0.00    $0.00    $0.00    $400.00  24
 4 INVOICES TOTAL                         $0.00    $0.00    $0.00   $1690.00
------------------------------------------------------------------------------
```

```
                          ABC ASSOCIATES                                  PAGE 2
                     A/P OPEN INVOICE SUMMARY
                           05/25/84
==============================================================================
   INVOICES  *   AMOUNT  *  DISCOUNT  *   FREIGHT   *    TAXES  *     TOTAL

                        SINGLE VENDOR REPORT
                           AGING SUMMARY
UNDER 30 DAYS:
      4          $1690.00        $0.00        $0.00        $0.00     $1690.00
OVER  30 DAYS:
      0             $0.00        $0.00        $0.00        $0.00        $0.00
OVER  60 DAYS:
      0             $0.00        $0.00        $0.00        $0.00        $0.00
OVER  90 DAYS:
      0             $0.00        $0.00        $0.00        $0.00        $0.00
OVER  120 DAYS:
      0             $0.00        $0.00        $0.00        $0.00        $0.00
            ===========  ===========  ===========  ===========  ===========
             $1690.00        $0.00        $0.00        $0.00     $1690.00

OPEN     INVOICES 4
CLOSED   INVOICES 17
DELETED  INVOICES 0
TOTAL    INVOICES 21

PERIOD COVERED: ALL OPEN INVOICES FOR VENDOR #AB1001

END OF REPORT
```

Report Title: **A/P Payment Register**

Purpose: To verify total number of checks created and total cash disbursements.

How: **07** Print Payment Register

When: Run after **06** Calculate Payments

```
                    ABC ASSOCIATES                                PAGE 1
                A/P PAYMENT REGISTER

==============================================================================
*  DATE   *  INVOICE #  * DESC     *   INVOICE NET  *  CHECK TOTAL  *   CHECK NO.

REGSTR #6, ABC CORPORATION #AB1001  04/16/84
04/01/84      12          SOFTWARE            54.50
04/13/84      76          SOFTWARE            53.50
                                                          $108.00

REGSTR #7, ABC CORPORATION #AB1001  04/17/84
04/01/89      1           SOFTWARE            51.50
04/01/89      10          SOFTWARE            65.00
04/01/89      11          SOFTWARE            66.50
04/01/89      13          SOFTWARE            80.50
04/01/89      2           SOFTWARE            43.00
04/01/89      3           SOFTWARE            44.50
04/01/89      4           SOFTWARE            52.00
04/01/84      5           SOFTWARE            56.50
04/01/89      6           SOFTWARE            23.00
04/01/89      7           SOFTWARE            60.50
04/01/84      77          SOFTWARE            58.50
04/01/84      8           SOFTWARE            59.50
04/01/89      9           SOFTWARE            63.50
                                                          $724.50


2 PAYMENTS TOTALING $832.50

END OF REPORT
```

Report Title: **Manual Check Register**

Purpose: Use to log all manual checks, computerized check runs, and cash deposits. Provides a current checking account balance. Use at month end to reconcile with bank statements.

How: Manual Form

When: As required

A/P MANUAL CHECK REGISTER

COMPANY/ACCOUNT			MO YR	PAGE	BALANCE FORWARD	
DATE	CHECK NO	PAYEE NAME/GL DISTRIBUTION	DISBURSE AMT		DEPOSITS	ACCOUNT BALANCE

BALANCE FORWARD

Report Title:	**Computerized Checks**
Purpose:	Prints computerized check with full invoice detail on voucher
How:	**08** Print Checks
When:	Run after printing Payment Register

J. C. MORRISON CO.

6811

XXX

DATE	INVOICE #	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
04/01/84	12	SOFTWARE	55.00	0.50	54.50
04/13/84	76	SOFTWARE	54.00	0.50	53.50

CHECK DATE	CONTROL NUMBER				
04/16/84	6	TOTALS	$109.00	$1.00	$108.00

PAID TO ABC CORPORATION #AB1001

6811

J. C. MORRISON CO.
1765 SHERIDAN DRIVE
YOUR CITY, STATE 01084

NATIONAL STATE BANK
DOWNTOWN OFFICE
YOUR CITY, STATE 12345
00-6789/0000

PAY TO THE ORDER OF ONE HUNDRED EIGHT & 00/100 DOLLARS

DATE	CONTROL NO.	AMOUNT
APRIL 16, 1984	6	**$108.00**

ABC CORPORATION
123 STATE ST.
DETROIT MI 48080

SAMPLE - VOID
STYLE 1002

⑈000068 1 1⑈ ⑆00006 7894⑆ 1 2345 6789⑈

Report Title:	**A/P Information File**
Purpose:	Shows parameter information used by the system during normal operations.
How:	10 A/P Information File
When:	As required

```
                    INFO DESIGNS INC.                          PAGE 1
                  A/P INFORMATION FILE
                       05/25/84
================================================================================

                COMPANY : ABC ASSOCIATES

                ADDRESS1: 6905 TELEGRAPH RD.

                ADDRESS2: BIRMINGHAM MI 48010

                ADDRESS3:

                SYSTEM DATE       : 05/25/84

                NEXT CHECK NUMBER: 8

                PASSWORD          : PASS

                A/P ACCT NUMBER   : 21100.0

                CASH ACCT NUMBER  : 11120.0

                FIRST AGING PERIOD  : 030

                SECOND AGING PERIOD : 060

                THIRD AGING PERIOD  : 090

                FOURTH AGING PERIOD : 120

END OF REPORT
```

VI. TROUBLESHOOTING GUIDE

Most of the diagnostic error messages that appear on the screen are edit messages and provide the operator with a warning that there is an error condition present. These errors are self-correcting since they lock out an incorrect function or command. It is possible for an unexpected error to occur which the system may not be able to recover.

The following pages contain a list of posssible errors, probable causes and appropriate actions. They should be used as a reference guide in the event an error occurs.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Check that Disk is in Unit 9	Configurator File set for 2 single disk drives; first drive is Unit 8, second is Unit 9. System is looking for disk in Unit 9.	Make sure disk is inserted in Unit 9 Make certain that Disk Unit 9 was not turned off--the reason is when it is turned back on, it will default to Unit 8 again. You will have to use the Configuration File Utility to Change Unit Number back to 9
Can't Read Disk	Disk is not inserted in drive Drive door is not closed	Correctly seat disk in drive and close drive door
	Disk has not been formatted "NEWed" therefore the system can't read it	Insert formatted disk in drive If you don't have a formatted disk, turn off system, then insert a new high quality disk and follow directions in Section III-B
Remove Write Protect on Disk	Each disk has adhesive tabs that may be placed over the notch -- to prevent writing	Remove the write-protect tab from your disk since the system must write on the disk If there is no tab and you still get this error... you may have a hardware problem with your disk drive. Call your dealer.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Bad Configuration Data...See Manual	The configuration file is not present or contains an invalid configuration of hardware	The system will automatically execute Configuration File Maintenance to allow you to create and/or correct the file
Security Violated... See Manaual	A program was executed on your disk directly, instead of booting up through the Main Menu	Turn off system, then turn on, place side 1 of program disk in drive 0 and enter: load"*",8 <RETURN>, run <Return>
	A copy of the original program disk was made--causing security to be violated	The program disk **CANNOT BE COPIED!** Attempting to copy the disk may cause damage to the Original. **YOU MUST ORDER SECURITY BACKUP COPIES DIRECTLY FROM COMMODORE**
Disk Error #	Tampering with the security on the system may cause the error	Pull out disk(s), Re-Start system
Transaction File Full - Run Update	The A/P Transaction file holds upto 40 transactions. Once capacity is reached, you will have to update the system to free-up transaction space	Run A/P Update
Vendor File Full	The A/P Vendor file holds upto 50 Vendors	Delete vendors who are no longer active to free up space.
		Create another disk to split file capacity between two disks. See Section on Initializing System for First Use.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Invoice File Full	The A/P Invoice file holds up to 150 open and closed invoices combined.	Run A/P Reports-Closed Item Listing, answer Yes when prompted to delete closed (paid) invoices If there are no closed items, then you will have to create another disk to split file capacity between two disks. See Section on Initializing System for First Use.
Incorrect Account Number Format	Account Numbers in the GIF must conform to these conventions: 10000.0 Asset Accounts 20000.0 Liability Accounts 30000.0 Income Accounts 40000.0 Expense Accounts	You only need to use G/L Account Numbers when you are interfacing with the General Ledger module The exact numbering scheme is discussed in the General Ledger Operator's Manual
System hesitates	Normal	Do nothing -- wait
System hangs	If, after a prolonged wait, the system totally hangs	Pull out disk(s) Re-start system
File data error in XXXXX	This error caused by a bad record with numeric data in a numeric field	Pull out disk(s) Re-start system If same error occurs, re-start using a back-up disk
Screen displays READY	Program came to an irrecoverable problem If same error occurs, pull out disk(s) and re-start system	Hit <SHIFT><CLR/HOME> together, then enter run<RETURN>

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
No A/P Info File on System	The system requires a A/P Information File which contains the Company Name and Address, password, system date, G/L accounts and aging periods. this file: a/pif is not on the Data Disk	Exit back to Main Menu, select 10 A/P Information File to create a GIF on the data disk
Wrong Password for this disk	Each disk may be assigned its own password for security of data	Check the password you entered when you first turned on your system to be sure it is the password for this disk. In the event that you changed a password on a data disk and don't recall what it is, follow these steps to re-create the A/P Information File on the data disk: Scratch file a/p gif as follows: Place Data disk in drive 0 Enter open 15,8,15,"s0:a/p gif" <RETURN> Now turn off system, turn system back on, load the system, select 10 A/P Information File to re-create a new GIF on the data disk.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Maximum Items Entered	Each Invoice may only have up to 99 items	No more items may be entered. Use another invoice to continue input, if required
A/P Main Menu Not Found	The Main Program Menu is only on Side 1 of the disk	Re-insert A/P Program disk with Red Label up (Side 1) If above doesn't work then the program a/p000 is missing from your disk...use your Security Copy to run your system
No Vendors on File	Before you can invoice, you must use Maintain/Display Vendors to Add at least one vendor to the system	Select 08 Maintain/Display Vendors. to Add customer first
Disk Err# xx	Whenever a disk error occurs the system will print the error number and brief description	See your Floppy Disk User's Manual for list of error codes (Page 43 of VIC-1541 Manual)
Invalid Password	Password must be 4 characters System detected a password that was not 4 Characters	Input 4 character password If this error occurs in a Program other than the Main Menu, then you may have a hardware problem, or you may have a tape cassette connected to your system. Disconnect the tape unit, and re-start the system.

SUMMARY OF CBM FLOPPY DISK ERROR MESSAGES

0	OK, no error exists.
1	Files scratched response. Not an error condition.
2-19	Unused error messages: should be ignored.
20	Block header not found on disk.
21	Sync character not found.
22	Data block not present.
23	Checksum error in data.
24	Byte decoding error.
25	Write-verify error.
26	Attempt to write with write protect on.
27	Checksum error in header.
28	Data extends into next block.
29	Disk id mismatch.
30	General syntax error.
31	Invalid command
32	Long line.
33	Invalid filename.
34	No file given.
39	Command file not found.
50	Record not present.
51	Overflow in record.
52	File too large.
60	File open for write.
61	File not open.
62	File not found.
63	File exists.
64	File type mismatch.
65	No block.
66	Illegal track or sector.
67	Illegal system track or sector.
70	No channels available.
71	Directory error.
72	Disk full or directory full.
73	Power up message, or write attempt with DOS mismatch.
74	Drive not ready.

TELEPHONE SUPPORT SERVICE

As a subscriber of our Telephone Support Service Plan, you can call the Commodore BAS Support Center at (313) 334-9882, anytime during regular business hours about any questions or assistance you may need for your software.

We have had four years of experience supporting over 100,000 users of our software. Our team of Customer Support Representatives are ready to serve you. We can effectively handle questions relating to software functions and procedures, as well as many hardware and interfacing questions.

When you register your software over the telephone, you will receive a support ID number, which you will want to record in your manual to use whenever you call for support.

Telephone Support Subscription Fee Price Schedule

$25.00 provides one hour of technical assistance for each software module for up to six months.

Enrollment can be initiated by your call with a Visa, MasterCard or American Express Card. If you want to subscribe with a check, please make your check payable to **"IDI - Customer Service"**, or just call us for the necessary information.

USING TELEPHONE CONSULTING ASSISTANCE

Before you call - check the following:

[ ] Review the operator's manual first, your answer may be there

- Look at Section II - System Functions
- Look at the Troubleshooting section

[ ] If you have a problem, try to re-create the problem

[ ] Before you call, please have the following information available:

- Your name and phone number
- Your subscription number or charge card
- Your hardware (eg: Commodore PLUS/4 with 1541 drive and 1526 printer)
- Your software module (eg: Accounts Receivable/Billing)
- Brief description of your problem (eg: Not able to access customer records)

To save you time and money, provide this information immediately to your Customer Support Representative, as soon as requested.

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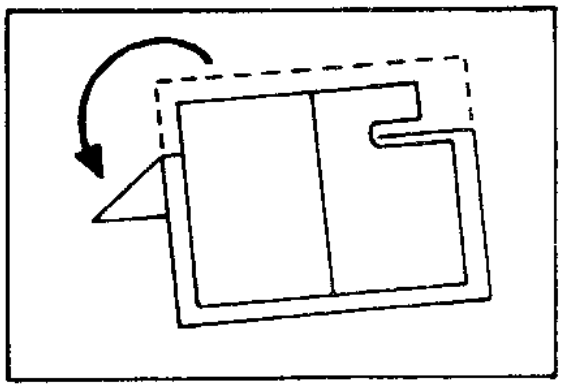
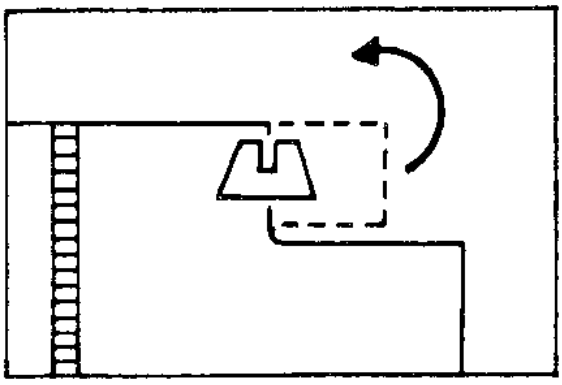
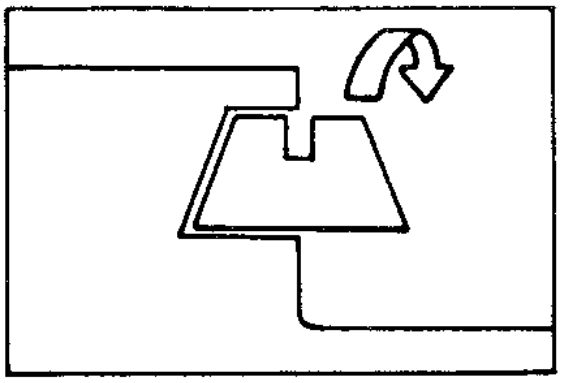
Directions for your easel binder set-up.



1. Fold upper panel on binder downward.



2. Fold support tab back.



3. Fold locking tab down to engage with support tab.